



Filing Tips for Out of Network Insurance Plans

While we can offer only limited assistance in filing out-of-network claims, we do want to empower our clients to get the most reimbursement possible. Here are some helpful hints in working with your insurance company:

Step 1: Determine your out of network coverage. Call your insurance company and tell them that you plan to receive services from a provider who is out of your network. Ask them what your coverage will be. Be sure to find out if you have a separate deductible for out of network services.

Step 2: Find out if you need to get pre-authorization. When you're on the phone with the insurance company, inquire about the need for authorization for these services. If this is necessary, you should get an authorization number. Write this down and keep it for future reference. Find out how many sessions they are authorizing and the expiration date for these. You will probably need to call back when those sessions have been used OR the date has expired. Due to recent changes in healthcare laws, prior authorizations are becoming less common.

Step 3: Find out what you need for filing. Typically, the *Superbill* that our office provides you is sufficient for. This bill includes several essential bits of information including: The Date of Service, Billing or CPT Code for the Service, The ICD-9 Diagnosis Code, and the practice's NPI (National Provider Identifier). Our office provides Superbills at your request only. We recommend that you use the "contact" form on our website to request your Superbill. **We can only provide Superbills when your account is paid in full!**

When inquiring about Group Therapy: We strongly recommend that you **DO NOT mention Social Skills**, as insurance companies feel that this is not 'medically necessary'. Instead, we encourage you to use the following language: ***My child will be receiving specialized group psychotherapy that is medically necessary to treat _____ (child's primary diagnosed condition).***

For reference purposes, the CPT (Current Procedural Terminology) Code for Group Therapy is 90853. Other Codes are as follows: Initial Intake: 90791, Individual Therapy: 90837, Family Therapy: 90846/90847.

The National Provider Identifier (NPI) for Groupworks is: 1437432580 .

The Service Address for Groupworks is: 4010 Dupont Circle, Suite 409, Louisville, KY 40207.

Our practice cannot guarantee reimbursement for services. We cannot be held responsible for failure to receive reimbursement. These tips are provided as a courtesy to our clients only.